

Iowa Justice for Our Neighbors: Intake Specialist for Victims of Crime

Classification: Fulltime

Justice for Our Neighbors-Iowa (JFON-Iowa) is a project of the United Methodist Church. The incumbent is an employee of the Iowa Annual Conference of the United Methodist Church. Our primary mission is to welcome immigrants and refugees into our churches and communities by providing free, high-quality immigration legal services, education, and advocacy. We provide services using a clinic model where trained volunteers assist with the intake process. This position shall assist attorneys and legal staff in providing legal services for immigrant victims of violent crime and financial exploitation, including but not limited to domestic violence, sexual assault, and other qualifying crimes.

Duties

- A. Incumbent works within the legal program of Iowa Justice for Our Neighbors.
- B. This position is responsible for general office duties including telephone coverage, data entry, research and case preparation, and completing funding accountability reports relating to victims of crime.
- C. Takes referrals and performs intake interviews of potential clients, verifies potential client eligibility for services rendered under program requirements.
- D. Makes referrals to appropriate emergency/safety services, crime victim services and social services agencies
- E. Manages ongoing caseload and assists staff attorneys with legal clinic work/casework.
- F. Assists with filing, office organization, research, and other projects relating to victims of crime services.
- G. Assists Managing Attorney with grant administration and reporting to ensure compliance with applicable grant requirements enabling IJFON to receive full reimbursement per the conditions of the VOCA grant.
- H. Performs other related duties as assigned by the Managing Attorney.

Qualifications:

- A. Fluent in spoken and written Spanish.
- B. Excellent verbal and written communication skills.
- C. Detail- and organization-oriented personality.
- D. Capable of fostering and protecting client confidentiality.
- E. Ability to identify clients' individualized needs and facilitate access to appropriate community resources.
- F. Sensitive to the needs of low-income victims of violent crime.
- G. Ability to travel within state on occasion.
- H. Two years of experience (preferred) working in the legal field.
- I. Experience working with victims of violent crime and familiarity with community resources for victims preferred.
- J. Experience working with immigrants preferred.

To apply, please send a resume and cover letter to Brynne Howard at brynne@iowajfon.org. Position will remain open until filled.